

**Version 2.0**

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# Walter Reed Bethesda

# Employee Transition Toolkit

Walter Reed Army Medical Center  
to  
Walter Reed National Military Medical Center

**July 2011**

<http://www.capmed.mil/toolkits>

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## Walter Reed National Military Medical Center Employee Transition Toolkit

Dear Transitioning Employee,

We are excited to have you join the new Walter Reed National Military Medical Center Bethesda (WRNMMCB). This Employee Transition Toolkit has been developed to help make your transition smooth and successful. It answers commonly asked questions and provides helpful information about the Medical Center. In the first section, you will find Transition Employee Steps, spanning across four phases. The steps describe your role in each phase, provide links to specific resources, and identify the relevant point of contact. Please use these steps to track your progress throughout the transition.

You will also find a list of actions to take within your first 30 Days (August – September), information covering the transition (e.g., helpful tips for the transition), and pertinent information for your first day at WRNMMCB.

Below are a few key principles that will help you in your transition to your new location:

- **Ask Questions** – If you have questions regarding the transition process, be sure to ask your supervisor or local Human Resources Office. It is important to have all of your transition duties complete, in time, to ensure no or minimal disruption to your work at WRNMMCB. And if a Buddy is assigned to you for your first day, please take advantage of this valuable resource. Your Buddy and peers will help you understand how things get done in your department and help you make valuable contacts. Ask your Buddy and peers any questions you have regarding job experiences, administrative resources, culture, team involvement, or any other issues.
- **Be Proactive** – Take the initiative to get to know your Supervisor and colleagues in your first few weeks.
- **Take Responsibility** – Identify activities, opportunities, and experiences you think would help you acclimate to WRNMMCB. If you're uncertain, you can discuss these with your Buddy or peers. Ultimately the quality of your experience depends upon your own interest and involvement.

Again, we are thrilled to have you join the new Walter Reed Bethesda. There is strength in unity and strength in diversity; we will build this historic facility together.



M.L. Nathan  
Rear Admiral, Medical Corps  
U.S. Navy  
Commander





Walter Reed  
Bethesda

## Transition Steps

## Phase I: Background Investigation (Steps 1 – 2)

Now – July

<u>Step</u>	<u>Transition Activities &amp; FAQs</u>
<b>Step 1 – Report to the PSO for your security appointment</b>	<p>Many Walter Reed Army Medical Center (WRAMC) employees will be required to have a background investigation initiated prior to reporting to the Walter Reed National Medical Military Center (WRNMMC). If you do require a background investigation, your Department Administrator will contact you with the details of your Personnel Security Office (PSO) appointment.</p> <ul style="list-style-type: none"> <li>• Confirm your availability to attend your scheduled appointment and follow up as needed.</li> <li>• All PSO appointments will be held in at WRAMC in Delano Hall, Building 11, Room 1-96.</li> <li>• Report at the scheduled date and time with the following documents: <ul style="list-style-type: none"> <li>○ <b>Civilians and Contractors:</b> Federal Employment (OF306), Personnel Security Investigation (PSI) Initiation Form, current resume, and proof of citizenship (i.e., birth certificate, passport, or certificate of naturalization).</li> <li>○ <b>Military:</b> PSI Initiation Form and proof of citizenship (i.e. birth certificate, passport, or certificate of naturalization).</li> </ul> </li> </ul> <p><b><i>You must report to your security appointment with all of the aforementioned documents; otherwise you will have to reschedule your appointment.</i></b></p> <p><b>Q1: Do all employees need to have a background investigation conducted?</b> No. Only those employees without the proper background investigation level will need to have a background investigation initiated prior to in-processing into their new duty station. <b><i>Employees that do not need a background investigation can skip Steps 1 and 2.</i></b></p> <p><b>Q2: What if my Department Administrator does not contact me about a background investigation?</b> If you do not hear from your Department Administrator, please check with him/her to ensure you do not need to have a background investigation initiated.</p> <p><b>Q3: Where can I locate the required paperwork?</b> The OF306 can be accessed on the OPM website at <a href="http://www.opm.gov/forms/html/of.asp">http://www.opm.gov/forms/html/of.asp</a>. The PSI Initiation Form is located in Appendix A of this document.</p> <p><b>Q4: Why is the background investigation necessary? I am already performing this work at WRAMC.</b> It is a requirement for all employees reporting to WRNMMC to have the following background investigations:</p> <ul style="list-style-type: none"> <li>○ Civilian: Access National Agency Check and Inquiries (ANACI)</li> <li>○ Military/Contractor: National Agency Check with Local Agency Checks and Credit Check (NACLCL)</li> </ul> <p>It is of the <b><u>utmost importance</u></b> to complete this step, as required. If you do not have a background investigation initiated prior to leaving WRAMC, you may <u>not</u> have the ability to access computer systems at WRNMMC.</p>



## Phase I: Background Investigation (Steps 1 – 2)

Now – July

<u>Step</u>	<u>Transition Activities &amp; FAQs</u>
<b>Step 2 - Complete SF86 questionnaire online</b>	<p>Within 14 calendar days of your PSO appointment, you will receive an email notification from the Personnel Security Investigation Portal (PSIP) Center of Excellence.</p> <ul style="list-style-type: none"> <li>• The email notification will provide a link to the online SF86 form.</li> <li>• You will have <b><u>five (5) calendar days</u></b> to complete the online SF86 form.</li> <li>• If you <b>do</b> complete the SF86 within 5 calendar days, you will receive an email from PSIP verifying receipt of the completed SF86.</li> <li>• If you <b>do not</b> complete the SF86 within 5 calendar days, the link resets and you must contact the PSO office immediately (202-782-3959/1129).</li> <li>• You may call the PSO at 202-782-0824 (Mr. Dan Barry/SGT James Rutherford) to check your investigation status after the 5-7 business day waiting period.</li> </ul> <p>WRAMC Security Manager Contact Information:</p> <ul style="list-style-type: none"> <li>✓ Mr. Dan Barry/SGT James Rutherford (primary POC) at 202-782-0824</li> <li>✓ Mr. Ronald Wright (Security Manager) at 202-782-3959</li> <li>✓ Mrs. Marva McCombs (Security Manager) at 202-782-1129</li> </ul>





## Phase II: Paperwork, Badging, & CAC (Steps 3 – 7)

May - July

Step	Transition Activities & FAQs
<b>Step 3– Receive paperwork from your Department Administrator</b>	<p>You will receive information from your Department Administrator about how to complete the required in-processing paperwork. All paperwork is available on the following websites: <a href="https://www.bethesda.med.navy.mil/wfm">https://www.bethesda.med.navy.mil/wfm</a> and the WRAMC BRAC Integration &amp; Transition website, <a href="https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx">https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx</a> (click the red box “If you are relocating to WRNMMC”). You must have your CAC inserted into your computer to access the websites.</p> <ul style="list-style-type: none"> <li>The required forms are: <ol style="list-style-type: none"> <li>1. System Authorization Access Request (SAAR) Form</li> <li>2. Base Pass and ID Application</li> <li>3. Request for Information Technology Services (ITS) and Computer Training</li> <li>4. Defense Medical Human Resources System Internet (DMHRSi) Form</li> <li>5. Base Access Form (Civilians/Contractors only)</li> </ol> </li> <li>You have <b>five (5) business days</b> to complete all paperwork after receiving instruction from your Department Administrator.</li> </ul>
<b>Step 4 – Complete all in- processing paperwork</b>	<p>Within 5 business days complete and submit all paperwork <u>to your Department Administrator</u>.</p> <ul style="list-style-type: none"> <li>All forms must be typed or completed in black ink.</li> <li>Complete all forms in their entirety before submitting the paperwork to your Department Administrator.</li> </ul> <p><b>NEW</b></p> <p><b>Q1: I am currently working at WRNMMC and have a WRNMMC badge and email address. Do I still need to fill out the in-processing paperwork?</b> Yes. If you are still a WRAMC employee, despite the fact that you are currently working at WRNMMC, you must fill out all in-processing paperwork. It is imperative that your paperwork is completed to ensure your successful transition to WRNMMC.</p> <p><b>Q2: Where can I access the in-Processing Paperwork?</b></p> <ul style="list-style-type: none"> <li>○ Department Administrator</li> <li>○ <a href="https://www.bethesda.med.navy.mil/wfm">https://www.bethesda.med.navy.mil/wfm</a></li> <li>○ <a href="https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx">https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx</a></li> </ul> <p><b>Q3: Who do I contact if I have questions about the paperwork?</b></p> <ul style="list-style-type: none"> <li>○ Your Department Administrator</li> <li>○ Your Supervisor</li> </ul> <p><b>Q4: Do military members have to fill out different and/or additional in-processing paperwork?</b> Military members need to fill out the same documents listed in Step 3, except for the Base Access Form. However, military members will have different out-processing requirements (listed in step 8).</p>



## Phase II: Paperwork, Badging, & CAC (Steps 3 – 7)

May - July

Step	Transition Activities & FAQs
<p><b>NEW</b></p> <p><b>Step 5 – Receive a badging appointment</b></p>	<ul style="list-style-type: none"> <li>• Your Department Administrator will inform you of your appointment date and time to have your photo taken for the new WRNMMC badge.</li> <li>• If you have a conflict with the appointment date, inform your Department Administrator immediately to re-schedule.</li> <li>• All appointments are held in Dermatology clinic rooms J-88-92, M-F from 0800-1400.</li> </ul>
<p><b>Step 6 – Report to your badging appointment</b></p>	<ul style="list-style-type: none"> <li>• Report 15 minutes prior to your scheduled appointment.</li> <li>• <u>Bring a valid photo ID</u> (i.e., Common Access Card (CAC), WRAMC badge, or driver's license) to the badging appointment.</li> <li>• No paperwork is needed for your badging appointment.</li> </ul>
<p><b>NEW</b> <i>Civilian only</i></p> <p><b>Step 7 – Report to building 11 for your CAC appointment</b></p>	<p>All <u>civilian</u> employees need to receive a new DoD CAC; <b><i>service specific CACs (for civilian employees only) will not be useable after 14 August 2011.</i></b></p> <ul style="list-style-type: none"> <li>• Civilian employees will receive a CAC appointment (date and time) from their Department Administrator (please check with your administrator).</li> <li>• All CAC appointments are held in WRAMC Building 11, Room 1-94.</li> <li>• You must bring two forms of identification. One of these must be your current CAC; the second form of ID can be one of the following:             <ul style="list-style-type: none"> <li>○ Driver's License (unexpired)</li> <li>○ Social Security Card</li> <li>○ Voter Registration Card</li> <li>○ Birth Certificate</li> <li>○ Passport (unexpired)</li> <li>○ Student ID (unexpired)</li> </ul> </li> <li>• <u>Names must match exactly</u> on both forms of identification used, with the birth certificate being the only exception.</li> <li>• You will be fingerprinted during this appointment to be processed for a new CAC.</li> <li>• The new DoD CAC will be issued by the hospital's designated custodians at a later time, before 14 August 2011. More specific details will be provided.</li> </ul>



## Phase III: Out-Processing from WRAMC (Steps 8 - 11)

**July - August**

Step	Transition Activities & FAQs
<p><i>If you are a military member, follow steps 8-11</i>  <i>If you are a civilian employee, follow steps 9-11</i></p>	
<p><i>Military only</i></p> <p><b>Step 8 - Report to Building 41 for out-processing</b></p>	<ul style="list-style-type: none"> <li>• Military out-processing will take place in WRAMC Building 41. Military members will receive out-processing information from their Company; you can also check with your Deputy Commander, Department Chief, Non-Commissioned Officer in Charge (NCOIC), or WRAMC announcements for further information on out-processing.</li> <li>• Location and hours of operation for WRAMC Building 41 (the old Red Cross Building): <ul style="list-style-type: none"> <li>○ Building 41 is located across the street from the Museum</li> <li>○ Operating from 11 July -22 July (2011)</li> <li>○ 0600-1600, Monday-Friday; no appointment is required</li> </ul> </li> <li>• During out-processing, you must: <ul style="list-style-type: none"> <li>○ Check in with Company orderly room clerk</li> <li>○ Validate your dental readiness for Category (CAT )1 and 2</li> <li>○ Clear the Defense Finance and Accounting Service (DFAS)</li> <li>○ Conduct a final check with the Military Personnel Division (MPD)</li> <li>○ Conduct a final check with the Medical Center Brigade (MCB), S1 (Military HR)</li> </ul> </li> <li>• You must bring: <ul style="list-style-type: none"> <li>○ CAC</li> <li>○ Military ID</li> </ul> </li> </ul> <p><b>Q1: I work the night shift, so when can I report to Building 41 for out-processing?</b> Out-processing in Building 41 will be operating from 0600-1600, Monday-Friday. If you work the night shift at WRAMC, you can report to Building 41 at 0600, or any other time between 0600 and 1600, to accommodate your schedule. Shift workers will have priority to out-process.</p> <p><b>Q2: I have not received my Permanent Change of Station (PCS) orders; who should I contact?</b> A copy of your PCS orders will be provided at Building 41 when you check in.</p> <p><b>Q3: I am not scheduled to report to WRNMMC until August; should I still out-process from WRAMC in July?</b> Yes. S1 is conducting the military out-processing early to ensure that each member has completed the requirements prior to his/her final move from WRAMC. Your <u>WRAMC garage pass</u> (if applicable) will <b>remain active</b> until your final move date. You will out-process <u>housing</u> (if applicable) if you are planning to move.</p> <p><b>Q4: If I am a CAT 3 or 4 for dental readiness, will I be cleared?</b> Soldiers who are classified as Dental Fitness Classification (DFC) 3 or 4, according to the Medical Protection System (MEDPROS), will be asked to report to the WRAMC Dental Clinic on the 1st Floor of Building 2 for a Dental exam. Upon completion of your dental exam, your dental readiness classification will change to a DFC 1 or 2 (in accordance with MEDPROS) and your out-processing paperwork will be signed. You must deliver your signed dental paperwork to your Company representative.</p>



## Phase III: Out-Processing from WRAMC (Steps 8 - 11)

July - August

<u>Step</u>	<u>Transition Activities &amp; FAQs</u>
<b>Step 9 – Attend required transition training sessions</b>	<ul style="list-style-type: none"> <li>• All WRAMC employees (military members, civilians, and contractors) reporting to WRNMMC must attend the following three (3) training sessions: <ul style="list-style-type: none"> <li>○ <b>Staff Transitional Orientation Sessions:</b> Provides cultural integration information and an orientation to transitioning employees (moving from WRAMC to WRNMMC). The sessions are held at WRAMC and at NNMCC (please see page 21 for the schedule). Employees can sign up via <a href="https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx">https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx</a>.</li> <li>○ <b>Workspace Orientation Sessions:</b> Provides orientation to employees in their workspace to safely perform duties. The trainings are held at NNMCC. The dates and times for this training will be provided by your <u>new</u> Department at WRNMMC.</li> <li>○ <b>Equipment Training:</b> Provides an orientation to the usage and requirements of the new equipment. The trainings are held at NNMCC. The dates and times for this training will be provided by your <u>new</u> Department at WRNMMC.</li> </ul> </li> <li>• <b>NOTE: Ensure you are up-to-date on your standard, mandatory training prior to transitioning from WRAMC (e.g., HIPPA, IA, Joint Commission, etc.); civilians can visit their MyBiz training page in DCPDS for outstanding training requirements.</b></li> </ul>
<b>Step 10 - Update Mass Transit Benefits</b> (if applicable)	<ul style="list-style-type: none"> <li>• All employees (military and civilian) must update and/or change their Mass Transit Fringe Benefit (MTFB) application 30 days before transition (<i>if applicable</i>).</li> <li>• Eligible staff include civilian and active-duty military.</li> <li>• Employees enrolled in the MTFB program can register their vehicles, but cannot receive parking stickers to park at WRNMMC.</li> <li>• Please see pages 28 and 29 for further information and instruction on the MTFB.</li> </ul>
<b>Step 11 – Complete check-out requirements</b>	<ul style="list-style-type: none"> <li>• All employees must turn in their garage pass to the vehicle registration office. The vehicle registration office is located in Bldg. 11 (Delano Hall), Room G-109.</li> <li>• The telecommunication devices (i.e., blackberries, cell phones, pagers, MiFis/air cards) are managed through the Equipment Management Department. Employees with an assigned blackberry will receive a new blackberry prior to transitioning from WRAMC. Pagers and cell phones will remain the same. Employees may request a MiFi/air card on Day One (as applicable) at WRNMMC.</li> </ul> <p><b>NEW Joint Training Record</b></p> <ul style="list-style-type: none"> <li>• You must pick up your Joint Training Record from your current WRAMC supervisor prior to transitioning from WRAMC, and turn in your Joint Training Record to your WRNMMC Supervisor on Day One (see Step 12, page 13). If your supervisor does not change then no action is necessary.</li> <li>• For other check-out requirements (e.g., turning in keys, laptops, etc.), please coordinate with your Department Administrator or your NCOIC.</li> </ul>



## Phase IV: Report to WRNMMC for Day One (Steps 12 - 14)

**August**

<u>Step</u>	<u>Transition Activities &amp; FAQs</u>
<p><b>NEW</b></p> <p><b>Step 12 – Report to WRNMMC</b></p>	<ul style="list-style-type: none"> <li>• Your Supervisor and/or Department Administrator will inform you of your scheduled Day One date at WRNMMC (please check with them).</li> <li>• All employees will report to their new duty station at the commencement of their <u>normal working hours</u> on Day One, unless instructed otherwise. Do not assume you have limited working hours on Day One.</li> <li>• Report to your WRNMMC supervisor upon arrival.</li> </ul> <p><b>Q1: What is Day One?</b> Day One is the date that WRAMC employees report to WRNMMC for their first day of work. Day One will differ across the pool of WRAMC employees and may differ within your Department. Please pay special attention to your assigned Day One date.</p> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Your supervisor needs to send an email to <a href="mailto:NNMC-ACCESSTOBASE@med.navy.mil">NNMC-ACCESSTOBASE@med.navy.mil</a> to request base access for you and your coworkers reporting to WRNMMC. Ensure your supervisor sends the email one (1) week in advance and includes:             <ul style="list-style-type: none"> <li>○ The date each employee is reporting to WRNMMC</li> <li>○ The make, model, and color of each employee's car</li> <li>○ Why he/she is requesting base access (i.e., the employees are reporting to WRNMMC for their first day of work)</li> </ul> </li> </ul> <p><b>Parking:</b></p> <ul style="list-style-type: none"> <li>• Parking is very limited at WRNMMC. Whenever possible, please use public transportation. For transportation and parking options at WRNMMC, please see the transportation and parking information on pages 30 and 27 respectively.</li> </ul> <p><b>Parking Stickers:</b></p> <ul style="list-style-type: none"> <li>• Employees will receive a permanent WRNMMC parking sticker during their Welcome Center appointment (see Step 13, page 14).</li> </ul> <p><b>Joint Training Record</b></p> <ul style="list-style-type: none"> <li>• Provide your WRNMMC supervisor with your Joint Training Record when you arrive to your new workspace at WRNMMC. If your supervisor does not change (your WRAMC supervisor is your WRNMMC supervisor) then no action is necessary.</li> </ul>



## Phase III: Out-Processing from WRAMC (Steps 8 - 11)

July - August

Step	Transition Activities & FAQs						
<p><b>NEW</b></p> <p><b>Step 13 – Report to the WRNMMC Staff Transition Welcome Center</b></p>	<p>On Day One you <u>MUST</u> report to the WRNMMC Staff Transition Welcome Center during your scheduled time.</p> <p><b>Q1: How will I know when to report to the Welcome Center?</b></p> <ul style="list-style-type: none"> <li>✓ All employees must report to the WRNMMC Staff Transition Welcome Center on Day One; your report time will be based off your last name: <table border="0" style="margin-left: 40px;"> <tr> <td style="padding-right: 40px;">0600 – 1000</td> <td>Last Names A - I</td> </tr> <tr> <td>1000 – 1400</td> <td>Last Names J – Q</td> </tr> <tr> <td>1400 – 1700</td> <td>Last Names R - Z</td> </tr> </table> </li> </ul> <ul style="list-style-type: none"> <li>• At the Welcome Center, you will: <ul style="list-style-type: none"> <li>○ Receive your WRNMMC badge and parking sticker</li> <li>○ Verify your CAC log-on and system access</li> <li>○ Verify your in-processing requirements</li> <li>○ Check in with a Civilian Human Resource Center (CHRC) representative (civilians)</li> <li>○ Check in with an S1 representative to verify arrival (military members)</li> </ul> </li> <li>• The WRNMMC Staff Transition Welcome Center location and hours of operation are as follows: <ul style="list-style-type: none"> <li>○ WRNMMC, Bethesda , Building 10, 1<sup>st</sup> Floor (Clark Auditorium)</li> <li>○ 0600 – 1700, Monday – Friday</li> <li>○ 0700 – TBD, weekends</li> <li>○ Operating from 1 August – 31 August (2011)</li> </ul> </li> <li>• You must bring: <ul style="list-style-type: none"> <li>○ WRAMC/NNMC Badge</li> <li>○ CAC (employees who do not have a CAC need to bring a valid picture ID)</li> <li>○ Signed close-out evaluation (military members only)</li> </ul> </li> <li>• If you are registering a vehicle, you must bring: <ul style="list-style-type: none"> <li>○ Driver's license</li> <li>○ Proof of vehicle insurance (for each vehicle you wish to register)</li> <li>○ Vehicle registration (for each vehicle you wish to register)</li> </ul> </li> <li>• <b>NOTE:</b> If you receive parking stickers for your vehicle at WRNMMC, you will <u>NOT</u> be eligible for Mass Transit Benefits (see pages 28 &amp; 29 for further information). You are allowed to register up to four (4) vehicles and receive parking stickers for up to two (2) vehicles.</li> </ul>	0600 – 1000	Last Names A - I	1000 – 1400	Last Names J – Q	1400 – 1700	Last Names R - Z
0600 – 1000	Last Names A - I						
1000 – 1400	Last Names J – Q						
1400 – 1700	Last Names R - Z						



## Phase III: Out-Processing from WRAMC (Steps 8 - 11)

July - August

<u>Step</u>	<u>Transition Activities &amp; FAQs</u>
<p><b>NEW</b></p> <p><i>Medical Staff only</i></p> <p><b>Step 14 – Report to the Medical Staff Office</b></p>	<ul style="list-style-type: none"> <li>• <b>All privileged providers</b> must report to the Medical Staff Office to finalize their transfer of privileges.</li> <li>• <b>All other licensed health care providers</b> (i.e., RNs, LPNs/LVNs, etc.) must report to the Medical Staff Office to provide a copy of their state license(s).</li> <li>• Bring a valid photo ID (i.e., CAC, WRNMMC badge, or driver's license) to the Medical Staff Office.</li> <li>• Call the Medical Staff Office at 301-319-4790/8923 to confirm the location because the Medical Staff Office will move to Building 17 (3rd Floor) in August 2011 (date TBD).             <ul style="list-style-type: none"> <li>• Current location: Building 57A, Medical Swing Space, Room 2204</li> <li>• Future location: Building 17 (3rd Floor)</li> </ul> </li> <li>• Note: You will <u>not be able to see patients</u> until your credentials file has been updated.</li> </ul>



## First 30 Days Checklist

This table provides a list of recommended tasks to complete within your first 30 days at WRNMMC. The corresponding contacts and resources will help you accomplish these tasks, integrate with your team, and become familiar with your new work location.

Transitioning Employee Activities	
Activity	POC/Resource
<b>Before the End of Your First Week</b>	
<input type="checkbox"/> Meet your supervisor and new coworkers	Supervisor/coworkers
<input type="checkbox"/> Complete all in-processing requirements and paperwork	Transition Toolkit/Welcome Center/Supervisor
<input type="checkbox"/> Familiarize yourself with key wayfinding information including the location of your department and nearby lifesaving equipment, Main Street services, and evacuation routes in case of emergency	Supervisor/coworkers/facility signs
<input type="checkbox"/> Register for childcare (if applicable)	Child Development Center @ 301-295-0014; <a href="http://www.bethesda.med.navy.mil/Visitor/Child_Development_Center.aspx">http://www.bethesda.med.navy.mil/Visitor/Child_Development_Center.aspx</a>
<input type="checkbox"/> Change your National Provider Identifier (NPI) address (from WRAMC address to WRNMMC address)	<a href="https://nppes.cms.hhs.gov">https://nppes.cms.hhs.gov</a> WRNMMC Address: 8901 Wisconsin Avenue, Bethesda MD, 20889
<input type="checkbox"/> Familiarize yourself with department rules and cultural norms (e.g., dress code, reporting structure, unwritten policies, etc.)	Supervisor/coworkers
<input type="checkbox"/> Set up office phone voicemail (if applicable)	Supervisor/Department Administrator
<input type="checkbox"/> Update Outlook contact information and set up email signature line (if applicable)	Supervisor/Department Administrator
<input type="checkbox"/> Order business cards (if applicable)	Supervisor/Department Administrator
<b>On or Before Day 10 (within two weeks)</b>	
<input type="checkbox"/> Meet with your Supervisor and discuss your role within the department	Supervisor
<input type="checkbox"/> Review department forms/policies/ standard operating procedures (SOPs) and discuss as needed	Supervisor/coworkers/department resources – hard copy and electronic
<input type="checkbox"/> Update information or register for a Defense Travel System (DTS) Travel Card (if applicable)	DTS Administrator
<input type="checkbox"/> Request an update of clinic information on the MTF website (if applicable)	Department Administrator/Web Services
<input type="checkbox"/> Post a copy of emergency phone numbers in your workspace (if applicable)	See page 39
<input type="checkbox"/> Review time reporting guidelines and confirm your assigned timekeeper	Supervisor
<b>On or Before Day 30 (within first month)</b>	
<input type="checkbox"/> Review workplace safety guidelines and assess	Supervisor/Department safety officer





Transitioning Employee Activities	
Activity	POC/Resource
workspace for injury prevention (including ergonomics)	
<input type="checkbox"/> Register for recommended and mandatory training courses	Supervisor/Department training coordinator
<input type="checkbox"/> Review available resources for new/transitioning employees developed by the MTF	Supervisor/Human Resources Liaison Office/MTF communications
<input type="checkbox"/> Take advantage of installation amenities, such as the fitness center, the bowling center, and MWR tickets and events	Morale, Welfare, and Recreation Office, <a href="http://www.bethesda.med.navy.mil/Visitor/Morale_Welfare_Recreation/index.aspx">http://www.bethesda.med.navy.mil/Visitor/Morale_Welfare_Recreation/index.aspx</a>





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Bethesda

## Transition Information

## Helpful Tips for Your Transition

Action	Resource
1. Know the <b>onboarding process</b> : how to obtain an ID, computer access, parking decals	Employee Transition Toolkit
2. Participate in a <b>Staff Transitional Orientation</b> session	See page 21 for a training schedule of events; sign up online at <a href="https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx">https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx</a>
3. Review the <b>Move Guidelines</b>	WRAMC BRAC Integration page ( <a href="https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx">https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx</a> ) or your unit/ward Transition Coordinator
4. Find <b>nearby places</b> to eat, get coffee, and run errands after work	Google map the address: 8901 Wisconsin Ave, Bethesda, MD 20889-0001
5. <b>Tour</b> your new workspace and learn the routes to the most important places you need to go	Transition Coordinator
6. Meet at least two people on your new <b>team</b> and get to know your counterparts	Transition Coordinator
7. Familiarize yourself with each branch of Service and their respective <b>rank insignia</b> for officers and enlisted men and women	See pages 22 and 23 for a copy of military insignia
8. Review the <b>BRAC website</b> for new and/or upcoming events	WRAMC BRAC Intranet ( <a href="https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx">https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx</a> ) or NNMC BRAC Intranet ( <a href="https://nnmcintra/SiteDirectory/MCI/default.aspx">https://nnmcintra/SiteDirectory/MCI/default.aspx</a> )
9. Attend the <b>weekly transition meetings</b> at Bethesda in the Clark Auditorium	NNMC Building 10, Wednesdays @ 1230
10. Ensure your <b>training file</b> is in proper order and that your trainings are up to date	Department Training Officer/Supervisor
11. Chart and learn your new <b>chain of command</b>	Department Training Officer/Supervisor

*Managing change takes time and patience, please be flexible and bring a positive attitude during this period of transition - your patients deserve the best!*



## Helpful Websites

1. **NNMC Website** <https://nnmcintra/Pages/Default.aspx>
2. **NNMC BRAC Website** <https://nnmcintra/SiteDirectory/MCI/default.aspx>
  - Find transition information
  - Hosts the BRAC Vibe and the BRAC Buzz newsletters
3. **JTF CapMed Website** <http://www.capmed.mil>
4. **WRAMC BRAC Website**  
<https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx>
5. **The Regional Child Care Resource and Referral Office**  
[http://www.guilfordchilddev.org/index.php?option=com\\_content&view=article&id=400&Itemid=30](http://www.guilfordchilddev.org/index.php?option=com_content&view=article&id=400&Itemid=30)
  - Provides external childcare opportunities
6. **Navy Federal Credit Union** <https://www.navyfederal.org>
7. **TriCare Online (Health Information)** [www.tricareonline.com](http://www.tricareonline.com)
8. **Bethesda Chamber of Commerce** <http://www.bccchamber.org>
9. **Warrior Transition Brigade** <http://www.defense.gov/news/newsarticle.aspx?id=32950>
10. **Navy Safe Harbor** [http://www.public.navy.mil/bupers-npc/support/safe\\_harbor/Pages/default.aspx](http://www.public.navy.mil/bupers-npc/support/safe_harbor/Pages/default.aspx)
11. **Morale, Welfare and Recreation:**
  - **NNMC MWR** [http://www.bethesda.med.navy.mil/Visitor/Morale\\_Welfare\\_Recreation](http://www.bethesda.med.navy.mil/Visitor/Morale_Welfare_Recreation)
  - **Military4Life** <http://www.military4life.com/mwr>
  - **Army** <http://www.armymwr.com>
  - **Navy** <http://www.mwr.navy.mil>





## Staff Transitional Orientation Sessions

### July 2011(**NEW**)

The sessions below provide orientation to WRAMC employees who are moving to WRNMMC.

All WRAMC staff moving to WRNMMC **are required** to attend one Staff Transitional Orientation session.

You can sign up for a training class at:

<https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx>.

Date	Time	Location
Thursday, 21 July	1330 - 1530	NNMC – Memorial Auditorium



































































***Please Note:*** The schedule above is subject to change. Please visit

<https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx> for updates.

***There will be no Transitional Orientation Sessions in August 2011.***











































## Military Insignia

Pay Grade	U.S. Army		U.S. Air Force		U.S. Navy		U.S. Marines	
	Title	Insignia	Title	Insignia	Title	Insignia	Title	Insignia
E-1	Private (PV1)		Airman Basic (AB)		Seaman Recruit (SR)		Private (Pvt)	
E-2	Private 2 (PV2)		Airman (Amn)		Seaman Apprentice (SA)		Private First Class (Pfc)	
E-3	Private First Class (PFC)		Airman First Class (A1C)		Seaman (SN)		Lance Corporal (LCpl)	
E-4	Specialist (SPC)		Senior Airman (SrA)		Petty Officer 3rd Class (P03)		Corporal (Cpl)	
	Corporal (CPL)		or Sergeant (Sgt)					
E-5	Sergeant (SGT)		Staff Sergeant (SSgt)		Petty Officer 2nd Class (P02)		Sergeant (Sgt)	
E-6	Staff Sergeant (SSG)		Technical Sergeant (TSgt)		Petty Officer 1st Class (P01)		Staff Sergeant (SSgt)	
E-7	Sergeant First Class (SFC)		Master Sergeant (MSgt)		Chief Petty Officer (CPO)		Gunnery Sergeant (GySgt)	
E-8	Master Sergeant (MSG)		Senior Master Sergeant (SMSgt)		Senior Chief Petty Officer (SCPO)		Master Sergeant (MSgt)	
	First Sergeant (1SG)		First Sergeant (1stSgt)				First Sergeant (1stSgt)	
E-9	Sergeant Major (SGM)		Chief Master Sergeant (CMSgt)		Master Chief Petty Officer (MCPO)		Master Gunnery Sergeant (MGySgt)	
	Command Sergeant Major (CSM)		First Sergeant (1stSgt)				Sergeant Major (SgtMaj)	
E-9 Special	Sergeant Major of the Army (SMA)		Chief Master Sergeant of the Air Force (CMSAF)		Master Chief Petty Officer of the Navy (MCPON)		Sergeant Major of the Marine Corps (SMMC)	
W-1	Warrant Officer One (W01)		(None)		(None)		Warrant Officer One	
W-2	Chief Warrant Officer Two (CW2)		(None)		Chief Warrant Officer (CWO2)		Warrant Officer 2	
W-3	Chief Warrant Officer Three (CW3)		(None)		Chief Warrant Officer (CWO3)		Warrant Officer Three (CWO3)	
W-4	Chief Warrant Officer Four (CW4)		(None)		Chief Warrant Officer (CWO4)		Warrant Officer Four	
W-5	Master Warrant Officer Five (CW5)		(None)		Chief Warrant Officer (CWO5)		Warrant Officer Five (CWO5)	



## Military Insignia

Pay Grade	U.S. Army		U.S. Air Force		U.S. Navy		U.S. Marines	
	Title	Insignia	Title	Insignia	Title	Insignia	Title	Insignia
O-1	Second Lieutenant (2LT)		Second Lieutenant (2d Lt)		Ensign (ENS)		Second Lieutenant (2ndLt)	
O-2	First Lieutenant (1LT)		First Lieutenant (1st Lt)		Lieutenant, Junior Grade (LTJG)		First Lieutenant (1stLt)	
O-3	Captain (CPT)		Captain (Capt)		Lieutenant (LT)		Captain (Capt)	
O-4	Major (MAJ)		Major (Maj)		Lieutenant Commander (LCDR)		Major (Maj)	
O-5	Lieutenant Colonel (LTC)		Lieutenant Colonel (Lt Col)		Commander (CDR)		Lieutenant Colonel (LtCol)	
O-6	Colonel (COL)		Colonel (Col)		Captain (CAPT)		Colonel (Col)	
O-7	Brigadier General (BG)		Brigadier General (Brig Gen)		Rear Admiral, Lower Half (sometimes Commander) (RDML)		Brigadier General (BGen)	
O-8	Major General (MG)		Major General (Maj Gen)		Rear Admiral, Upper Half (RADM)		Major General (MajGen)	
O-9	Lieutenant General (LTG)		Lieutenant General (Lt Gen)		Vice Admiral (VADM)		Lieutenant General (LtGen)	
O-10	General (GEN)		General (Gen)		Admiral (ADM)		General (Gen)	



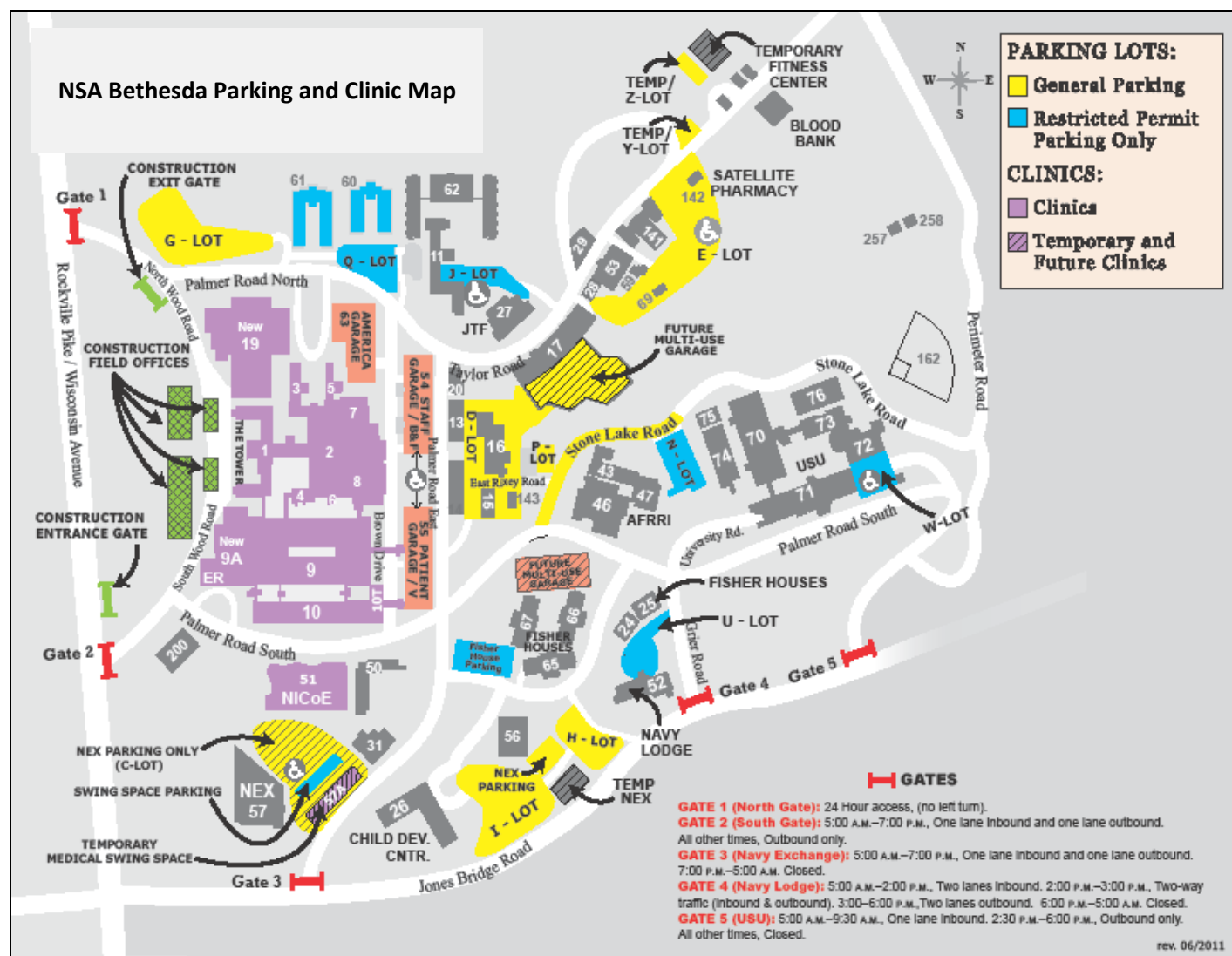


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# Transportation



## WRNMMC Site Map



For WRNMMC inter and intra shuttle information, please see pages 30 and 31.

\*Updated as of 15 June 2011. For more information, please visit [http://www.bethesda.med.navy.mil/visitor/get\\_here\\_and\\_park/index.aspx](http://www.bethesda.med.navy.mil/visitor/get_here_and_park/index.aspx)



## NSA Bethesda Gate Schedule

GATE	LOCATION	DAYS	TIMES	STATUS	TRAFFIC	PEDESTRIAN
<b>South Gate</b>	Rockville Pike at Medical Center METRO Station	Daily	5:00 a.m. - 7:00 p.m.	Open	Inbound and outbound.	Open to pedestrians.
			All other times	Open	Outbound only.	Open to pedestrians.
<b>North Gate</b>	Rockville Pike near Cedar Lane	Daily	24 hours	Open	Inbound and outbound.	Open to pedestrians.
<b>Navy Exchange (NEX) Gate</b>	Gunnell Road off of Jones Bridge Road	Monday - Friday	5:00 a.m. - 7:00 p.m.	Open	Inbound and outbound.	Open to pedestrians.
		Monday - Friday	7:00 p.m. - 5:00 a.m.	Closed		Closed
		Weekends & holidays	24 hours	Closed		Closed
<b>Navy Lodge Gate</b>	Grier Road off of Jones Bridge Road	Monday - Friday	5:00 a.m. - 2:00 p.m.	Open	Two lanes inbound.	Closed
			2:00 - 3:00 p.m.	Open	Inbound and outbound.	Closed
			3:00 - 6:00 p.m.	Open	Two lanes outbound.	Closed
			6:00 p.m. - 5:00 a.m.	Closed		Closed
		Weekends & holidays	24 hours	Closed		Closed
<b>USU Gate</b>	University Road off of Jones Bridge Road	Monday - Friday	5:00 - 9:30 a.m.	Open	One lane inbound.	Open to pedestrians.
			2:30 – 6:00 p.m.	Open	Outbound only.	Closed
			All other times	Closed		Closed
		Weekends & holidays	24 hours	Closed		Closed

### Gate Procedure

- ✓ 100% ID check - all gates. WRNMMC staff must have a DoD CAC or WRNMMC Badge.
- ✓ Dim head lights when approaching the gate before dawn or after dusk.
- ✓ Vehicles without military stickers, including taxicabs, may be searched.
- ✓ Other random security measures may be employed. Please allow extra time to report to work.
- ✓ Contact Security: 301.295.1246.

\*Updated as of 15 June 2011. For more information, please visit [http://www.bethesda.med.navy.mil/visitor/get\\_here\\_and\\_park/index.aspx](http://www.bethesda.med.navy.mil/visitor/get_here_and_park/index.aspx)



## Parking Information

PARKING LOT	CAPACITY	PARKING STICKER(S)	DESCRIPTION
E	293	G,B,F,L	General parking unless reserved for special events
G	434	G,B,F,L	General parking unless reserved for special events
H	166	G,B,F,L	General parking unless reserved for special events
I	294	G,B,F,L	General parking unless reserved for special events
J	60	J	JTF Staff Only
N	74	N	AFRRI Staff Only
Q	212	Q	Only for Service members who reside in the Barracks
W	1284	W	For USUHS staff and visitors only
Z	132	ALL STICKERS	General parking
BLDG 54	765	B	Authorized to E-7 and E-8, O-1 to O-6, and GS6 to GS15
BLDG 55	975	G,B,F,L	Ground and lower levels reserved for flag officers. P1 only Authorized with "L" sticker. Other spaces open to general public
BLDG 63	955	F	Patient garage; Levels 7 and 8 reserved for Department Heads (E-9, O-6, GS15)
FUTURE MULTI USE GARAGE	1200	TBD	Under Construction until August
Building 17	565	TBD	Under Construction until August

\*Parking on the WRNMMC campus is limited; please consider alternative transportation options (i.e., Metro and Rideshare) for your commute. Transportation options are described on pages 30 & 31.

\*Updated as of 15 June 2011. For more information, please visit [http://www.bethesda.med.navy.mil/visitor/get\\_here\\_and\\_park/index.aspx](http://www.bethesda.med.navy.mil/visitor/get_here_and_park/index.aspx)



## Mass Transit Fringe Benefits

**What is the Mass Transit Fringe Benefit?** Eligible staff members can receive, in addition to their current pay, up to \$230 per month for their personal commuting costs using Mass Transit. Eligible staff include civilian and active-duty military.

Consider attending an upcoming Mass Transit Fringe Benefit workshop at NSA Bethesda or at WRMAC to learn more (see schedule below). These workshops bring staff members together who are interested in learning more about the Mass Transit Fringe Benefit Program or who are interested in signing up/recertifying the on line application. Workshops are announced via Postmaster/All Hands messages.

### Mass Transit Benefit Workshop Schedule

DATE	LOCATION	BUILDING NUMBER	ROOM NUMBER	TIME
7.13.2011	WRAMC	1	D-109	1230
7.13.2011	WRAMC	1	D-109	1400
7.13.2011	WRAMC	1	D-109	1530
7.14.2011	NNMC	1	1643	1300
7.20.2011	WRAMC	1	D-109	1230
7.20.2011	WRAMC	1	D-109	1400
7.20.2011	WRAMC	1	D-109	1530
8.10.2011	NNMC	1	1643	1300

\*Times and locations may change. Please be on the lookout for postmasters with up to date information. For further questions or comments please contact the Commuter Solutions office at 301-319-3818.

**How to apply for the benefit:** To apply for this benefit, please use the online application found here: <https://mtbp.whs.mil/Participant/Welcome.aspx>. To apply, you must have your CAC card inserted in your computer. If you do not have a CAC card, please follow the instructions outlined on the WHS website at: <http://www.whs.mil/DFD/PSD%20Services/Applying.cfm>

#### Steps to apply for the benefit:

1. Click "Begin Application"

#### If you are a civilian you will need to do the following:

2. If you know the contact information for your future supervisor please input that information in the "Applicant information" tab. If you do not know your future supervisor's name you may input your current supervisor.
3. Check Applicant Type "Civilian" and then "Department of Defense" when prompted.
4. For your organization code select "TMA-WRNMMCB".
5. Indicate what your costs will be on the "Expense Worksheet".
6. Submit your application.



## Mass Transit Fringe Benefits

**If you are active duty military personnel you will need to do the following:**

2. If you know the contact information for your future supervisor please list that information in the "Applicant information" tab. If you do not know your future supervisor's name you may list your current supervisor.
3. Check Applicant Type "Military" and then either "Officer" or "Enlisted" and then your branch of service when prompted.
4. For active duty Army, your organization code to select will be "WRNMMC-Bethesda".
5. For active duty Navy, your organization code is "18BUMED".
6. Indicate what your costs will be on the "Expense Worksheet".
7. Submit your application.

**How can I make a change?** If you need to change your duty station and/or the amount of benefit you are receiving, follow these steps outlined above. Be sure to select "Making a Change" instead of "Enrolling" when prompted on the "Enrollment request" tab.

**All changes will take four weeks to process:** Keep in mind that you will need to know your supervisor's name when filling out the change request.

***All applications and changes to current participant accounts must be submitted after July 5<sup>th</sup> or 30 days before transition.***

\*Updated as of 15 June 2011. For more information, please visit

[http://www.bethesda.med.navy.mil/professional/public\\_affairs/brac/brac\\_headlines/commuter.aspx](http://www.bethesda.med.navy.mil/professional/public_affairs/brac/brac_headlines/commuter.aspx)



## Transportation Options

### I. Ridesharing

- a. **How to find a Rideshare match:** To find a carpool match try these options:
  1. Communicate with fellow staff members, family, or friends to see if a carpool match is possible.
  2. Create a Commuter Connections account to search a database of other commuters looking for a car pool match: <http://www.mwcog.org/commuter2/>
  3. Attend an upcoming Zip Code Get Together workshop at NSA Bethesda (workshops at WRAMC are forthcoming, please stay tuned for details). These workshops bring staff members together by home zip code to see if a match can be made. Workshops are announced via Postmaster/All Hands messages.
- b. **How to apply:** To apply, complete the Pass & ID documents which are posted on the WRAMC transition/integration website. Return to your Chain of Command who will in turn forward to the NSA Bethesda Pass & ID office. When you arrive on Day One at the new facility you will receive your new parking decals after providing proof of insurance, registration, and driver's license.
- c. **When to apply:** If you check-in before your carpool partner does, you will act as the primary member of the carpool and will receive the hanging decal and a parking sticker. When your partner(s) checks in, they will receive a parking sticker as well.
- d. **Carpool parking:** Carpool parking is currently available in Building 55 on the second floor off of Brown Drive. Spaces are available for cars with appropriate carpool parking stickers and a hanging placard. The vehicle that parks in the designated carpool space must have the hanging placard on the rearview mirror, a parking sticker and minimum two staff members in each vehicle each day. Carpool spaces are reserved for group members from 0500-0900, Monday-Friday. Additional spaces will be added as interest in the program dictates.

### II. Bicycling

- a. **Bike rack locations:** Bike racks locations include: NICOE, Medical Swing Space, Basement level of Building 71 (USU), AFRR, Building 55 entry level, Building 54 entry level, America Garage, Temporary Fitness Center, Building 27, Building 11, basement parking at Building 60 & 61. Additional bike racks will be added to accommodate new construction.
- b. **There are 185 bicycle parking spaces on campus and counting!** Additional construction projects will complete in the near future, providing even more bicycle parking. Shower and locker facilities are located throughout campus.

### III. Walking

**Pedestrian entry points hours of operation (as of May 2011)**

**North Gate = 24/7      South Gate = 24/7**

**NEX Gate = 0500-1900      USU Gate = 0500-0930**

### IV. Shuttles

- a. **Four local shuttle bus lines (All originate at Building 10 Circle)**  
**Green Line** (Runs continuously between 0530-0900 & 1445-1830) = Operates in the North side of NSA Bethesda to include, Building 17, Building 62, and the G Parking lot.  
**Red Line** (Runs continuously between 0530-0900 & 1445-1830) = Operates in the South side of NSA Bethesda to include USU, Navy Lodge and the CDC



## Transportation Options

**Blue Line** (Runs continuously between 0530-1830) = Comprehensive route that includes: Fisher Houses, Navy Lodge, Medical Swing Space, America Building, and Building 7.

**Metro Line** (Runs continuously between 0530-1830) = Picks up at the second to last shelter at the Medical Center Metro and drops off at Building 10.

- V. **Metro Line:** WRNMMC is on the Red Line at the Medical Center Station. Exiting from the station, at top of escalator, turn right and cross Rockville Pike to reach the Hospital. A shuttle (metro line shuttle referenced above) picks up at the second to the last shelter at the Metro stop.

### VI. Parking

- a. **Availability:** Parking is primarily first come, first serve. Parking is very limited. The use of commuting alternatives is highly recommended. To apply, complete the Pass & ID documents which are posted on the WRAMC transition/integration website. Return to your Chain of Command who will in turn forward to the NSA Bethesda Pass & ID office. When you arrive on Day One at the new facility you will receive your new parking decals after providing proof of insurance, registration, and driver's license (see page 14).

### VII. Information Resources

- a. **Brochure Racks:** Mass Transit schedules and maps are located at eleven locations throughout campus. Three of these locations are within the hospital center itself: Two in Bldg 9, ground level (across from the escalators leading to the Pharmacy and adjacent to The Wedge) and one in Bldg 2 (adjacent to Main Street).

\*Updated as of 15 June 2011. For more information, please visit [http://www.bethesda.med.navy.mil/visitor/get\\_here\\_and\\_park/index.aspx](http://www.bethesda.med.navy.mil/visitor/get_here_and_park/index.aspx)



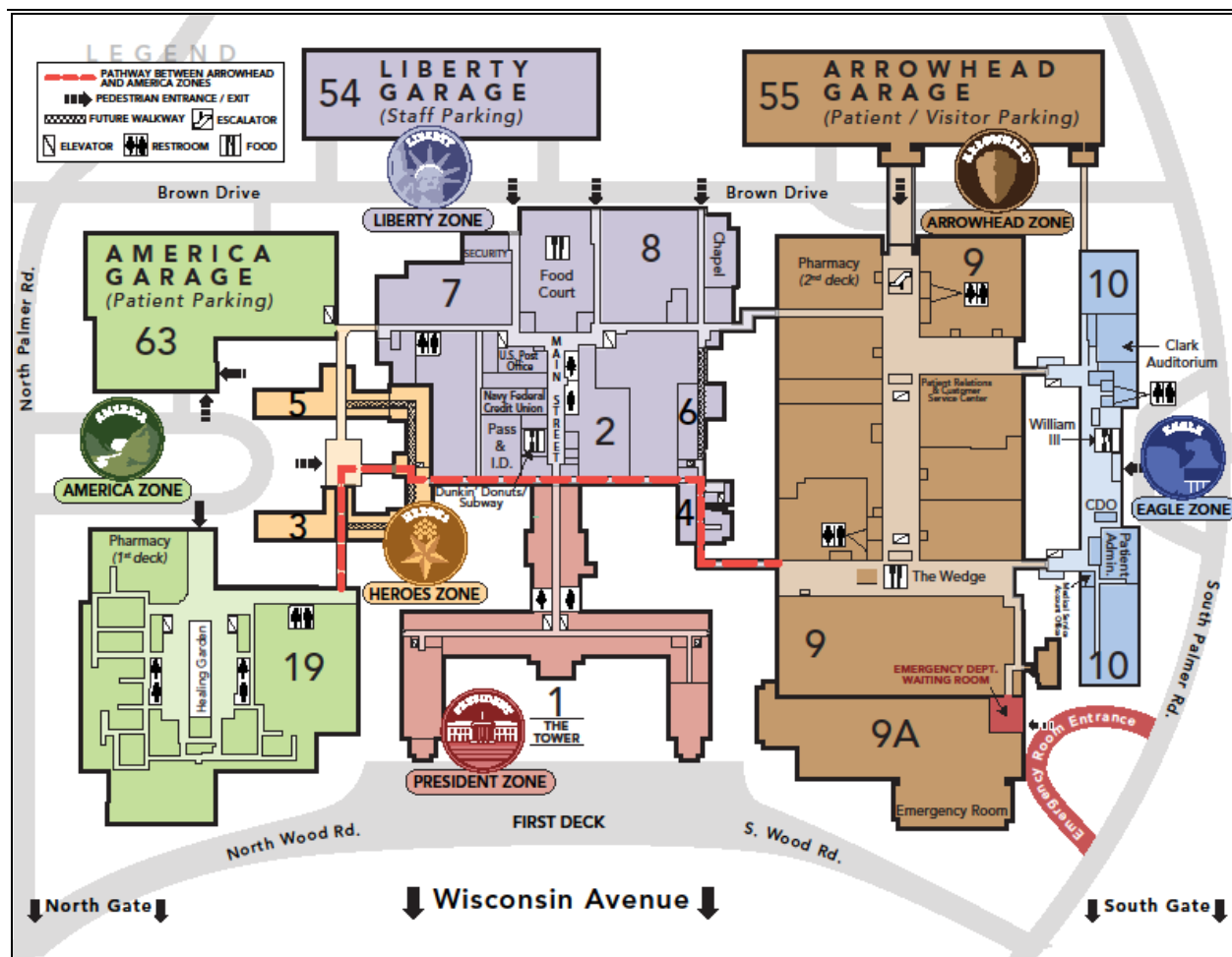


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## Finding Your Way



## Wayfinding Map



## Building Themes

### **America Zone:**

The America Zone includes the new parking garage and the new Building 19. This zone's imagery of mountains and rivers represents various landscapes in America to celebrate scenery from all 50 states. With the majority of all outpatient clinics, the America Zone is the primary destination of the largest number of patients.

### **Arrowhead Zone:**

Buildings 9, 55 (patient parking garage), and 9A form the Arrowhead Zone. A tribute to the U.S. National Parks, the arrowhead was chosen as this zone's icon because it has been the symbol of the National Parks Service since 1952. Our National Parks are made up of nearly 400 natural, cultural, and recreational sites which are a preserved, protected, and shared legacy for our country.

### **Eagle Zone:**

Building 10 is known as the Eagle Zone. The eagle has been a symbol of the U.S. since June 20th, 1782, when the Great Seal, our national emblem, was adopted by Congress. The bald eagle was chosen to be on the Great Seal because of its long life, strength, majestic looks and because it was then believed to exist only on this continent. The Eagle Zone features imagery of America's wildlife.

### **Heroes Zone:**

Buildings 3 and 5 are the primary entrance point for patients and visitors. Named the Heroes Zone, the icon for this area features a 5 point star as a symbol of heroism and valor, with a larger star echoing the design of the Medal of Honor, used in all branches of the military.

### **Liberty Zone:**

Buildings 2, 4, 6, 7, and 8 form the Liberty Zone and feature the Statue of Liberty as the zone icon. The Statue of Liberty was a gift of friendship from the people of France to the people of the United States and is a universal symbol of freedom, democracy, and diversity. Containing a mixture of clinical and administrative activities, the Liberty Zone theme complements the surrounding military and nature themes. The diverse uses of these spaces highlight our country's diversity and symbolize our liberty, as a nation.

### **President Zone:**

Building 1 is the President Zone and features the White House as the icon. Deemed a national historical landmark in March of 1973, Building 1's design concept came from President Franklin D Roosevelt.



## Where to Eat



**Main Street Café** Building 2, Main Street Corridor  
Breakfast 0600-0930, M-F  
Continental Breakfast 0930-1100, M-F  
Lunch 1100-1430, M-F  
Snacks 1430-1500  
Sat/Sun Closed



**Subway** Building 2, Main Street Corridor  
M-F 0900-2000  
Sat. 0900-1500  
Sun. 0900-1400



**Dunkin' Donuts** Building 2, Main Street Corridor  
M-F 0600-2000  
Sat. 0700-1500  
Sun. 0700-1400



**Dining Hall (Galley)** Building 9, Basement  
Breakfast 0600-0800, Daily  
Lunch 1100-1300, Daily  
Dinner 1600-1800, M-F  
Grab-n-Go service 0830-1030 & 1330-1600, M-F  
Sat/Sun Breakfast 0630-0800, Lunch 1130-1300, Dinner 1630-1800



**The Wedge** Building 9, 1<sup>st</sup> Floor  
M-F Breakfast 0600-1530  
Sat/Sun Closed



**William III Coffee Bar** Building 10, Hospital Lobby  
M-Th 0600-1530  
Fri. 0600-1500  
Sat/Sun Closed

**William III Coffee Bar** America Building, 1<sup>st</sup> Floor  
M-F 0630-1400  
Sat/Sun Closed



**McDonalds** On Campus, near NEX Gate  
0500-2300 Daily



**University (USUHS) Café** Bldg 70 on Palmer Rd  
Breakfast 0630-1000 daily  
Lunch 1100-1400 daily



## Main Street Shops

"Main Street" is a corridor in Building 2 of the hospital complex; it is located on the first floor. The area hosts a number of eateries as listed above (under "Where to Eat") and services listed below.

Directions to Main Street:

1. From Garage 55, enter Outpatient Center, Bldg 9. At bottom of escalators, turn right and proceed through this corridor to Main Street.
2. From entrance to Bldg 7 near Family Health Clinic, proceed through this corridor to Main Street.



### Post Office

M-F 0800-1600

Closed 1300-1400 for Lunch



### Navy Federal Credit Union

M-F 0730-1600

Sat/Sun Closed

### ATM

24 hours



### The Barber Shop

M-F 0730-1600

Sat/Sun Closed



### The Uniform Shop

M-F 0800-1800

Sat. 0900-1800

Sun. 1100-1800



### The Tailor Shop

M-F 0800-1800

Sat. 0900-1800

Sun. 1100-1800



### The Dry Dock

(Convenience Store)

M-F 0700-1700

Sat/Sun Closed



## Fitness Center

### Temporary Fitness Center:

- ✓ **Location** - Bldg. 147
- ✓ **Hours** - Monday-Friday - 5:00 a.m. to 9:00 p.m. Saturday, Sunday, and holidays - 9:00 a.m. to 6:00 p.m. Pool - Monday-Friday - 5:00 a.m. to 8:00 p.m. and Saturday & Sunday - 11:00 a.m. to 5:00 p.m.
- ✓ **Phone** - (301) 295-2450
- ✓ **Services** - Cardio Zone exercise center; Weight Zone strength conditioning area; Personal training, stretching, and abdominal training area; Locker rooms; Jiu-jitsus/Karate; Fitness Classes; Fun-runs, walks
- ✓ **Outdoor facilities** - Basketball court, Softball field, Running track, Picnic pavilions

### Permanent Fitness Center:

- ✓ **Location** - Bldg. 17
- ✓ **Hours** – 0500-2200
- ✓ **Phone** - (301) 295-2450
- ✓ **Services/Facilities** – Fitness studio with various classes, spinning classes, equipment check out, Weight Zone, indoor track, basketball courts, racquetball courts, Olympic-size swimming pool, full locker rooms

The permanent fitness center will open near the August/September timeframe; for more information on the opening of the permanent fitness center, and the closing of the temporary fitness center, please visit [http://www.bethesda.med.navy.mil/Visitor/Morale\\_Welfare\\_Recreation/#comfort](http://www.bethesda.med.navy.mil/Visitor/Morale_Welfare_Recreation/#comfort).



## Child Development Center

- ✓ **Location** - Building 26 on Stokes Road, behind the Bowling Center.
- ✓ **Hours** - Monday-Friday, 6:00 a.m.-6:00 p.m. Closed federal holidays.  
**Phone** - (301) 295-0167/0014
- ✓ **Meals** - Breakfast, lunch, and an afternoon snack, in accordance with the Child and Adult Food Programs.
- ✓ **Fees**
  - Based on total family income.
  - Income is verified from recent Leave and Earnings Statement.
  - Fees will not be pro-rated. Weeks that include a federal holiday will be at the same rate.
  - Registration fee - \$35 paid in advance and credited towards first weekly payment.
- ✓ **Ages** – Child of ages six (6) weeks – to five (5) years can enroll.
- ✓ **Application** – Please contact the Child Development Center (CDC) at (301) 295-0167/0014 for an application.
- ✓ **Application Process** - For questions regarding the application information, please call CDC at 301-295-0167.
  - **Civilians:** Civilians can apply for Child Care once they are assigned to WRNMMC and have begun work at the new hospital.
  - **Military:** Military members can apply for Child Care now to reserve a slot of the wait list; once they have received their orders, military members need to send a copy to the CDC to include in their application (please call the CDC for an email or fax number).
- ✓ **Waiting List** – The CDC at WRNMMC currently has a waiting list for all ages; please contact the CDC at 301-295-0167 for further information.

\* Updated as of 15 June 2011. For more information, please visit: [http://www.bethesda.med.navy.mil/visitor/child\\_development\\_center.aspx](http://www.bethesda.med.navy.mil/visitor/child_development_center.aspx)



## Main Phone Numbers

Assistance Numbers		
National Naval Medical Center	301 - 295-4611; toll-free 1-800-526-7101	
Front Desk ER	301-295-4810	
Command Duty Office (CDO Desk)	301-295-4611	
Base Police (Non-Emergency Line)	301-295-1246/1247	
Patient Escort	301-295-4010	
Pharmacy (Building 9)	301-295-2123	
Main Lab (Building 9)	301-295-0250	
Emergency Numbers		
Fire	777	
Code Blue Response	Inpatient 666	
Hazardous Materials Spill	777	
Priority Action Team Contacts		
	Primary	Secondary
PC and Network Access/Configuration	301-295-6300 Press 3	
Phones/Communications	301-295-6300 Press 3	
Facilities	301-295-1070	301-295-2484
Housekeeping (debris removal, bulk waste, bulk recycling, clean-up)	301-295-1050	301-295-2500
Logistics (supply)	301-295-4117	301-295-4067



## Appendix





**Appendix A: PSI Initiation Form**

	<b>PRINT LEGIBLY ON THIS SIDE</b>
SSN	
LAST NAME-	
<b>PLEASE INDICATE IN THE ABOVE NAME (MR or MS)</b>	
FIRST NAME-	
MIDDLE NAME (SPELL OUT OR/NMN FOR NO MIDDLE NAME)	
DOB	
YOUR POSITION/TITLE	
<b>(PLEASE INCLUDE Your STATUS: MILITARY/CIVILIAN/CONTRACTOR )</b>	
<b>CIVILIAN CPOC REP NAME</b>	
PLACE OF BIRTH (CITY/STATE)	
COUNTRY OF BIRTH	
YOUR EMAIL ADDRESS	
ALT EMAIL ADDRESS	
YOUR TELEPHONE # (CELL/DAYTIME NUMBER)	
SUPERVISOR'S NAME	
<b>PLEASE INDICATE IN THE ABOVE NAME (MR or MS)</b>	
SUPERVISOR'S PHONE	



**Walter Reed National Military Medical Center  
Employee Transition Toolkit**

	<b>PRINT LEGIBLY ON THIS SIDE</b>
SUPERVISOR'S EMAIL	
CONTRACTOR'S NAME AND POC CONTACT NUMBER	
	<b>DO NOT WRITE BELOW THIS LINE</b>
	CITIZENSHIP VERIFIED BY SECURITY MANAGER
	VERIFICATION #
	<b>FINGERPRINTS MAILED:</b>

